**Request for Proposals ("RFP") for Grant Administration Services**

**Addendum # 1 - Questions & Answers**

**Release Date: January 31, 2023**

The following is a list of responses to questions submitted by prospective respondents ("Respondents") to the Request for Proposals ("RFP") for Grant Administration Services

**Addendum # 1 -   Responses to Questions**

| No. | Question | Answer |
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| 1 | $11 million was allocated for the Commuter Van Stabilization program. Given that the RFP stipulates that $10 million will be distributed by the selected administrator, is it right to assume that the remaining $1 million will serve as the administrator's fee? Would this $1 million be the yearly fee, or will it need to cover the entire contract term? | –Administrative costs have not been determined Respondents must be able to justify any administrative fees proposed in their responses. |
| 2 | Are there any systems currently in use for administering this or similar grants? | There is not a system currently in place for this program.  The vendor will be responsible for setting up a proper software system to administer the program. |

| 3 | Have any funds from this grant previously been administered? | No. —This will be the first year the program is operational. |
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| 4 | What are the eligibility requirements for commuter van operators? | At a minimum, van operators must be operational for three years and follow all applicable State and local regulations. ESD and other state and local regulatory partners will work with the vendor to finalize eligibility standards and as appropriate, provide relevant data or verification including licensing status. |
| 5 | In Section II. Overview, ESD mentions developing processes for reporting and fraud prevention. Are there certain areas ESD has concerns regarding fraudulent activity, either now or in the past? | As the administrator of public funds, ESD is mandated to safeguard against any potential for fraudulent activities. |
| 6 | Since the contract term ends in February 2028, would ESD expect the respondent to conduct 1 annual monitoring period each year for a total of 5 monitoring periods during this time? | Monitoring will be conducted as needed based on the volume of applications received. The contract is for one year with possible extensions up to five years, which is the anticipated length of this program. |

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| 7 | Does ESD expect the respondent to develop subrecipient risk assessments and conduct virtual site visits for those deemed to be "high-risk"? If so, how many virtual monitoring's would be expected on an annual basis? | Respondents will be required to review applications, facilitate disbursements, and provide technical assistance to subrecipients as needed. At this time, ESD does not anticipate that site visits will be necessary. |
| 8 | How many meetings would you expect for us to attend on a monthly basis? Would these meetings be in person, or could they be virtual? | Meetings will be held as necessary to address issues with the program. |
| 9 | In Section III. Scope of Work, you mention the portal developed by ESD. What portal did ESD develop? | ESD has developed an application portal for other grant programs. The portal will be adjusted to fit the needs of this program. |
| 10 | In Section III. Scope of Work, subsection B states that the respondent shall have capacity to accept and disburse full funding amount of up to $10 million. Is this $10 million per year or $10 million in total? | The $10 million is allocated for the first year of the program. |

| 11 | Over the course of 5 years, how often do you expect the subrecipients to make new applications? Annually, monthly or a different frequency? | At this point, we expect that subrecipients will require assistance with insurance subsidies on an annual or semi-annual basis. Commuter Van upgrades are expected to be a one-time payment for eligible upgrades. |
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| 12 | Will there be a pre-bid meeting? | Yes. |
| 13 | Have you run any grant/loan programs for small businesses OR rental assistance programs in the past? If yes, what vendor(s) have you used to administer these programs? | ESD administers many loan and grant programs. Most programs are administered by ESD staff. When necessary, ESD will procure a third-party vendor. Vendors are chosen based on program needs and qualifications. |
| 14 | Will funds be disbursed to awardees by the City or by the vendor? If by the vendor, will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the City for reimbursement following disbursement? | Program funds will be disbursed to subrecipients by the vendor. ESD will provide funds in tranches, as needed, to vendors for disbursement to subrecipients. |

| 15 | What is the total amount of funding expected to be used for this project? | $10 million in the first year. This is designed to be a five-year program, and additional funds will be made available as appropriate in future years. |
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| 16 | Do you have any caps or limits on the percentage of funds that can be used for administration? | There is no cap, but respondents will have to justify administrative fees. The volume of applications will be taken into consideration when disbursing administrative fees. |
| 17 | Is there any software that the winning bidder is expected to use? | The winning bidder will be expected to utilize an application portal designed by ESD. |
| 18 | How long do you expect applications to be open? | Applications will be accepted on a rolling basis. |

| 19 | Is the prime contractor required to be a nonprofit organization? | No. |
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| 20 | Does NY ESD have a need for marketing and outreach? Will ESD provide marketing outreach? | At this time, it is expected that ESD along with the NYC Taxi and Limousine Commission will conduct all marketing outreach. |